

## FILING EQUIPMENT

7 February 1961

## OFFICE OF RESEARCH &amp; REPORTS/GEOGRAPHY DIV.

## Bookshelving - Closed Base Unit Type

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
1.	Initial Single Face Sections - 36" wide X 10" deep	1	
2.	Additional Single Face Sections - 36" wide X 10" deep	1	
3.	Initial Single Face Sections - 30" wide X 10" deep	1	
4.	Additional Single Face Sections - 30" wide X 10" deep	1	
5.	Initial Double Face Sections - 36" wide X 10" deep	6	
6.	Additional Double Face Sections - 36" wide X 10" deep	6	
7.	Initial Single Face Sections - 36" wide X 12" deep	2	
8.	Additional Single Face Sections - 36" wide X 12" deep	4	
9.	Single Face End Panel - Right End - 36" wide X 10" deep	1	
10.	Single Face End Panel - Left End - 36" wide X 12" deep	1	
11.	Single Face End Panel - Right End - 36" wide X 12" deep	1	
12.	Single Face End Panel - Left End - 36" wide X 10" deep	1	

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
13.	Double Face End Panels - Right End	6	
14.	Wire Book Support for 10" shelf (22W10)	1 Pkg.	
15.	Wire Book Support for 12" shelf (22W12)	1 Pkg.	

Dimensions: Height of uprights to be 89" to provide a 3" base elevation and 7 shelf openings not less than 12" from the filing surface of one shelf to the lowest projection of the next higher shelf or dust canopy. Six single sections shall contain shelves including the adjustable shelves 12" deep by 35" wide inside measurements. Two single sections shall contain shelves including the adjustable shelves 10" deep by 35" wide inside measurements. Two single sections shall contain shelves including the adjustable shelves 10" deep by 29" wide inside dimensions. Six double face sections shall contain shelves including the adjustable shelves 10" deep by 35" wide inside dimensions.

ESTIMATED COST:  
\$1,900.

FILING EQUIPMENT

10 February 1961

OFFICE OF RESEARCH & REPORTS/GEOGRAPHY DIVISION

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
1	Step Ladder, Mounted on Wheels. Model SS-20 Width 21" Length 18 3/4" Top Step Height 18" Overall Height 22 3/4"	1	\$ 50.00

Source of Supply: Cramer Posture Chair Co.

Through: G. S. Ginn & Co.  
919 E Street, N.W.  
Washington, D. C.

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ATTACHMENTS ( DRAWINGS )

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ILLEGIB

Chief, Map Library Division, OR

2 February 1961

Chief, Records Management Staff, Management Staff

Shelf Filing for the Reference Branch

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1. Attached for your review are two lists of equipment required and a floor plan showing the placement of the Open Shelving to be procured for the Reference Branch. [redacted] of this Staff coordinated with [redacted] on the type of equipment best suited for the installation as well as the number of units of shelving required.

2. Shelving with doors has been selected since this office frequently admits visitors from other government organizations and it is desirable that classified material not be visible to them. Although units with doors increase the price substantially, we feel the general appearance of the office will be enhanced by their addition. These doors are on individual shelf units and may be recessed back into the shelf top when material on a given shelf is being referenced.

3. To make the transition from file cabinets to shelving easier upon moving to the New Building I suggest that the preparation of file folders begin now. We can be of some help with this phase of the project by arranging with the Personnel Pool to type new labels and affix them to the folders. This preparation is essential to the successful operation of a shelf filing installation.

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4. When you are ready to go ahead with the procurement of this equipment, your order can be initiated by transferring the items which appear on the attached lists to a supply requisition form. Arrangements have been made with [redacted] for returning the requisitions to us for further processing. Let me know if I can be of further assistance to you at any time.

ATTACHMENTS (3)

7/3/61

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Mgt/S/RMS/RDB

[redacted] (2 Feb '61)

ILLEGIB

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## ATTACHMENT "A"

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FOR: ORR Map Library/Reference Branch

Shelving-Add-A-Shelf-Type-Legal Size

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PR. EA.</u>	<u>TOTAL</u>
Basic Open Shelf File Unit with Recessing Drop-Front Door/W Label Holders	84		
Cap	12		
Base (3" with Levelizing Screws)	12		
Adjustable Divider	420		
Portable Work Shelf for Legal Units with Doors	4		
Guides Legal Size, 14 3/4 wide X9" high exclusive of Tab. Tab Extension from body of guide 1 1/8" allowing full 1" insert and making overall width 15 7/8". Guides to be 25 ft. Gray pressboard and furnished with two inserts each. Guides are to be used with shelf units described above with Doors.			STAT
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Less 15% Discount

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2 February 1961

FOR: ORR - Map Library/Reference Branch

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>
1.	Step Ladder, Mounted On Wheels.  Model 55-20 Width 21" Length 18 3/4" Top Step Height 18" Overall Height 22 3/4"		
			STAT
	Source of		
	Thru		STAT

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